

ACT State and District Testing Checklist of Dates

Your school will be testing with ACT Plus Writing in April

Website: <http://act.org/aap/montana/act.html>

Date	Task
September 29 – October 3, 2014	Window for test coordinator to receive test center establishment information.
October 6, 2014	Accommodations webcast becomes available online.
October 6 – 17, 2014	Window for test coordinator to complete establishment profile form and provide school information.
December 8, 2014	Test administration webcast becomes available.
December 10, 2014	Accommodations Q&A session
January 8, 2015	Test administration Q&A session during the annual OPI Assessment and Data Conference (Eastern). Live streaming will also be available online.
January 9, 2015	Deadline for test coordinator to submit online off-site proposal, if applicable.
January 15, 2015	Test administration Q&A session during the annual OPI Assessment and Data Conference (Western). Live streaming will also be available online.
January 23, 2015	Deadline for ACT to receive requests for ACT-Approved Accommodations and supporting documentation.
January 26 – April 1, 2015	<p>Window for ACT to receive <i>ACT-Approved Accommodations Late Consideration Form</i>. (Must be accompanied by a <i>Request for ACT-Approved Accommodations</i>.)</p> <p>Applicable only to:</p> <ol style="list-style-type: none"> 1. Examinees who are newly enrolled at the school or newly classified as an eligible grade level. 2. Examinees who have a newly identified disability. 3. Examinees with ACT-Approved Accommodations who transferred to your school from another school in your state. 4. Examinees with medical emergencies or sudden onset of a medical condition.
March 16 – 20, 2015	Test coordinator receives Preliminary ACT-Approved Accommodations Roster for review.
March 27, 2015	Deadline to request changes to the Preliminary ACT-Approved Accommodations Roster.
March 16 – 20, 2015	Test coordinator receives nonsecure shipment(s).
March 30 – April 8, 2015	Window for test coordinator to order State-Allowed Accommodations materials online.
Mid-March – April 27, 2015	<p>Window for schools to:</p> <ul style="list-style-type: none"> • conduct supervised pretest sessions for all examinees, • conduct room supervisor and proctor training, and • arrange to meet testing requirements at school or off-site location.

Date	Task
April 20 – 24, 2015	Test coordinator receives secure standard time and accommodations shipment(s). <i>Note: Schools on break during this week will receive their shipment the prior week.</i>
April 28, 2015	Initial test date
April 28 – May 12, 2015	Accommodations testing window (ACT-Approved and State-Allowed)
April 28 – 29, 2015	Window for test coordinator to submit online makeup order for standard time materials.
April 29, 2015	Test coordinator returns all initial test date materials to ACT via the prescheduled pickup.
May 4 – 7, 2015	Test coordinator receives secure standard time shipment(s) for makeup testing.
May 4 – 11, 2015	Window for schools to conduct pretest sessions for applicable examinees for the makeup test date.
May 12, 2015	Makeup test date
May 13, 2015	Test coordinator returns all makeup and accommodations test date materials to ACT via the prescheduled pickup.
May 22, 2015	Deadline for ACT to receive all answer documents from schools. Late arriving documents will not be scored.

